



# Abberton and Langenhoe Parish Council

## Training Policy

**ALPC's Training Policy was accepted and agreed at a meeting of the Full Council held on Monday 9 December 2024 (Min 151/24) and will be reviewed in December 2025.**

# Abberton and Langenhoe Parish Council

## Policy

Abberton and Langenhoe Parish Council (the Council) takes all aspects of training very seriously. It believes that through good quality and where practical regular training, Councillors and Council staff remain effective and efficient when discharging their duties for the community.

## Types of Training and ongoing development

At any time, a Councillor or member of staff can ask the Clerk to investigate training of either a standard or specific nature and to provide details of dates, venues, costs and subject matter content. Once assembled the Councillor or staff member can choose the date they would like to attend and ask the Clerk to make any booking arrangements. Training will be given on a first come first served basis providing it is relevant and the costs can be met from within the available training budget. The Parish Council Chair will have the ultimate say on whether training is relevant and also, should there be insufficient training budget remaining for that year, can be undertaken. Priority will be given to new Councillors or members of staff if there are budget constraints.

## Training Budget and expenses

The training budget is set annually and the year to date figures are reported through the monthly financial reports and made available to all through the web site.

The Council will reimburse travel expenses associated with attending training courses. Expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

Councillors attending sessions are expected to brief the Clerk on the effectiveness of the training given and specifically bring to the Clerks attention any new legislation changes covered by the training course. This will help ensure the Clerk remains current on changes and can instruct Councillors accordingly.

Whilst it is expected that Councillors attend training sessions it cannot be compulsory. It is expected that all Councillors should attend training sessions relevant to Councillor duties and responsibilities. When a course is booked, the Councillor is expected to find a substitute to attend in their place should there be unexpected developments that prevent their attendance. It should be noted that costs maybe incurred when training is booked but not taken up.

## The Clerk

The Clerk should be qualified with either the relevant CiLCA qualification or higher education qualifications or working towards accreditation of these qualifications.

## Monitoring

The Full Council will be responsible for monitoring and management of the budget for this policy. Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event and provide a brief written report. This feedback will then be used to inform future training needs and opportunities.